

-----**-FOR IMMEDIATE POSTING TO BULLETIN BOARD-**-----

STATE OF NEVADA OFFICE OF THE MILITARY

17th SUSTAINMENT BRIGADE

2460 FAIRVIEW DRIVE

CARSON CITY, NV 89701-6807

TELEPHONE: (775) 887-7399

TEMPORARY CERFP SUPPORT POSITION # 16-01

OPEN TO: Current Members of the NVARNG

UNIT: Must be assigned to a unit that has the CERFP mission (1-221 CAV, 240th EN, 100th QM), or be willing and able to transfer.

POSITION: Project Officer / Budget Analyst

MIN/MAX GRADE: O-2 / O-3

LOCATION: Las Vegas, NV

AOC: 01A

OPEN DATE: 16 March 2015

CLOSE DATE: 15 April 2015

TOUR DATE: 01 October 2015 – 30 September 2016

1. The Nevada National Guard CBRN Enhanced Response Force Package (CERFP) is seeking a Project Officer / Budget Analyst located in Las Vegas, Nevada. **Orders are contingent upon funds availability at the beginning of FY 16.** PCS funds not available. Applicants should present a favorable military image and will be required to uphold the highest standards of conduct and military personal appearance while operating within the CERFP. Outside employment, associations and off-duty conduct/activities must be consistent with federal directives on ethics, and with state and federal conflict of interest policies. MUST be of good moral character and proven sound judgment.
2. **SUMMARY OF DUTIES:**
Provides administrative and operational support for the Nevada CERFP. Assists with the planning and execution of the CERFP mission in accordance with NGR 500-4, NGB Yearly Planning Guidance, and command directives. Uses the General Fund Enterprise Business System (GFEBS) to review and analyze the CERFP budget, and provides running estimates of funding as it relates to CERFP training, operations, maintenance, and travel. Enters and/or reviews orders in the Automated Fund Control Order System (AFCOS) and the Defense Travel System (DTS). Functions as a Government Purchase Card (GPC) Alternate Billing Official (A/BO). Works in either the Mission Command, Search & Extraction, or Decontamination element in a field environment. Monitors suspense actions to ensure completion. Performs other duties as assigned.
3. IAW NGR 500-2, selectee will be required to attend all IDT and ATs with their assigned unit. Additional requirements include criminal records check, and /or security screening, urinalysis upon entering active duty and periodic testing thereafter, current physical fitness, current HIV test, current NAC/ENTNAC, and current physical. Females are subject to pregnancy testing.
4. Selected individual will be placed on temporary Title 32 orders. **ORDERS ARE CONTINGENT ON FY16 FUNDING.**
5. The Nevada National Guard is an Equal Opportunity Employer and all qualified applicants will receive consideration for this announcement without regard to race, color, religion, national origin, or gender.

APPLICATION INSTRUCTIONS

Submit **ALL** documentation listed below to the address shown in the heading above: **ATTN: HRO**. Hand carried applications will be accepted. Applications received after the closing date indicated will be returned without action. Applications forwarded in binders will be processed; however, binders will not be returned due to the cost of postage. If you have any questions, the POC for this announcement is CPT Nick Agle, 702-856-4844.

1. Letter of introduction.
2. Resume outlining civilian/military experience and education.

3. Copy of **updated** NGB FORM 23A (ARNG Current Annual Statement) AND PQR (Personnel Qualification Record).
4. Copy of MEDPROS printout to verify current physical, dental and HIV test.
5. Current (within 6 months), passing APFT and DA 5500 (if applicable).
6. Commander's letter verifying good status with your unit and that you meet physical fitness and height/weight standards.
7. Copy of last 5 OERs (Army)
8. Photo (optional)

Minimum Job Skill Requirements:

- Must be proficient with Microsoft Excel, Word, Outlook and PowerPoint
- Demonstrate the ability to use the Military Decision-Making Process (MDMP), operational planning, and produce operations orders (OPORDs)
- Knowledgeable of the Incident Command System (ICS) employed at the local and state level at a weapons of mass destruction (WMD) incident
- Familiarity with the Homeland Security Exercise and Evaluation Program (HSEEP)
- Must be able to travel with little notice
- Must possess a valid driver's license

Minimum Administrative Requirements:

- Familiarity with various military forms, records, and other material required in the completion of assigned duties.
- Possess or be able to possess a secret security clearance.
- Must be provisioned in GFEBS within 30 days of appointment.

NICHOLAS P. AGLE
CPT, LG
CERFP AO